



System Training and Response (STaR) Team – SAIS Workshop

Reconciling Student Membership Data in SAIS

This three hour presentation is intended to provide information to individuals from Local Educational Agencies (LEAs) about the process of reconciling the student membership data that reside in SAIS against actual student rosters.

Target Audience

Users who have responsibilities for collecting, submitting and/or verifying SAIS data relating to School Student Membership (i.e., Enrollment, Withdrawal, Readmission, Absence, Attendance, Year-end Status).

Topics/Activities

- Discussion of the use and significance of the SDADMS71-1 72, 75-1, 75-2, 76, 78, 80-1, 80-2 and Student Integrity Status Reports
- Review of the process and significance of validating enrollment information for students who are concurrently enrolled in a charter school and a district school
- Explanation of the reasons why students may or may not be listed on the reports referenced above
- Explanation of ADM limiting due to concurrent and/or subsequent enrollments
- Exercise to apply the logic and perform the steps necessary to reconcile student membership days where limiting has occurred.
- Review of Year End Checklist to ensure all data that resides in SAIS is complete, accurate, and integrity error free at the close of SAIS

Information for workshop participants

- Pre-registration through use of the ADE "Calendar of Events" located at <http://www.ade.az.gov/online/registration/calendar/RenderCalendar.asp> is required.
- Workshop dates and locations are on page 2.
- Please visit the STaR Team web site at <http://www.ade.az.gov/schoolfinance/star> to download, print, and carry to the workshop the documents used to support this workshop. (Documents will be posted by 5 pm on March 19, 2009.)
- Sessions will begin promptly at the designated time. Participants are asked to allow adequate time for travel, parking, and locating the room.
- Parking passes will be sent by email to those attending sessions at the ADE Student Services Building as required.

Reconciling Membership Data in SAIS

Northern Region Workshop Times & Locations

Wednesday, March 25, 2009 9:00 am - 12:00 pm	Flagstaff USD Boardroom, 3285 E. Sparrow Ave., Flagstaff, AZ
Monday, April 6, 2009 12:00 pm - 3:00 pm	Yavapai County Mackin Building, 840 Rodeo Dr., Prescott, AZ
Wednesday, April 8, 2009 12:00 pm - 3:00 pm	Whiteriver USD DO #2, 963 Chief Ave., Whiteriver, AZ
Wednesday, April 15, 2009 12:00 pm - 3:00 pm	Kingman USD Boardroom, 3033 MacDonald Ave., Kingman, AZ
Wednesday, April 22, 2009 9:00 am - 12:00 pm	Flagstaff USD Boardroom, 3285 E. Sparrow Ave., Flagstaff, AZ
Wednesday, April 29, 2009 12:00 pm - 3:00 pm	Chinle Mesa View Elementary, Room C210, Highway 191N, Chinle, AZ

Central Region Workshop Times & Locations

Friday, March 27, 2009 9:00 am - 12:00 pm	Arizona Department of Administration, Room 300, 100 N. 15th Ave, Phoenix, AZ
Friday, April 3, 2009 9:00 am - 12:00 pm	Tempe Union High School District Boardroom, 500 W. Guadalupe Rd., Tempe, AZ
Monday, April 6, 2009 1:00 pm - 4:00 pm	Arizona Department of Administration, Room 300, 100 N. 15th Ave, Phoenix, AZ

Southern Region Workshop Times Locations

Wednesday, March 25, 2009 9:00 am - 12:00 pm	Graham County General Services Building, 921 Thatcher Blvd., Safford, AZ
Tuesday, March 31, 2009 9:00 am - 12:00 pm	Nogales Unified District Board Room, 310 W. Plum St., Nogales, AZ
Friday, April 3, 2009 9:00 am - 12:00 pm	Sierra Vista Unified School District, Special Services Center Building, 3401 E. Fry Blvd., Sierra Vista, AZ
Wednesday, April 8, 2009 9:00 am - 12:00 pm	Sunnyside Unified School District, Palo Verde Room, 2238 E. Ginter Rd., Tucson, AZ
Friday, April 17, 2009 8:30 am - 11:30 am	Yuma Elementary School District Board Room, 450 W. 6th St., Yuma, AZ

For driving/parking directions, please click on:

Get Directions to STaR Team Workshop Locations at <http://www.ade.az.gov/schoolfinance/star>